



Request for Quotes

Solicitation Number: USC-RFQ-3603-DG
 Date Issued: February 5, 2020
 Procurement Officer: Dennis Gallman
 Phone: 803-777-4115
 E-Mail Address: gallmand@mailbox.sc.edu
 Mailing Address: 1600 Hampton Street; Ste 606
 Columbia, SC 29208

DESCRIPTION: Printing of 2020-2021 Transitions Textbook. **(SEE ATTACHED PRINTING SPECIFICATIONS)**
 USING GOVERNMENTAL UNIT: **UNIVERSITY OF SOUTH CAROLINA**

Quotes can be emailed to gallmand@mailbox.sc.edu or Faxed to 803-7772032

SUBMIT QUOTE BY February 13, 2019 at 9:00 AM (EST)

QUESTIONS MUST BE RECEIVED BY: N/A

CONFERENCE TYPE: **Not Applicable**
 DATE & TIME:

(As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions)

LOCATION: **Not Applicable**

NAME OF OFFEROR <small>(full legal name of business submitting the offer)</small>	, partnership, sole proprietorship, etc.
AUTHORIZED SIGNATURE <small>(Person must be authorized to submit binding offer to contract on behalf of Offeror.)</small>	DATE SIGNED
TITLE <small>(business title of person signing above)</small>	STATE VENDOR NO. <small>(Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)</small>
PRINTED NAME <small>(printed name of person signing above)</small>	STATE OF INCORPORATION <small>(If you are a corporation, identify the state of incorporation.)</small>

OFFEROR'S TYPE OF ENTITY: (Check one)

(See "Signing Your Offer" provision.)

- Sole Proprietorship
 Partnership
 Other _____
 Corporate entity (not tax-exempt)
 Corporation (tax-exempt)
 Government entity (federal, state, or local)

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)
	Area Code - Number - Extension Facsimile
	E-mail Address

PAYMENT ADDRESS (Address to which payments will be sent.) (See "Payment" clause)	ORDER ADDRESS (Address to which purchase orders will be sent) (See "Purchase Orders and "Contract Documents" clauses)
<input type="checkbox"/> Payment Address same as Home Office Address	<input type="checkbox"/> Order Address same as Home Office Address
<input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Notice Address (check only one)

ACKNOWLEDGMENT OF AMENDMENTS							
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue. (See "Amendments to Solicitation" Provision)							
Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date

DISCOUNT FOR PROMPT PAYMENT (See "Discount for Prompt Payment" clause)	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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PREFERENCES - A NOTICE TO VENDORS (SEP. 2009): On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. ***ALL THE PREFERENCES MUST BE CLAIMED AND ARE APPLIED BY LINE ITEM, REGARDLESS OF WHETHER AWARD IS MADE BY ITEM OR LOT. VENDORS ARE CAUTIONED TO CAREFULLY REVIEW THE STATUTE BEFORE CLAIMING ANY PREFERENCES. THE REQUIREMENTS TO QUALIFY HAVE CHANGED. IF YOU REQUEST A PREFERENCE, YOU ARE CERTIFYING THAT YOUR OFFER QUALIFIES FOR THE PREFERENCE YOU'VE CLAIMED. IMPROPERLY REQUESTING A PREFERENCE CAN HAVE SERIOUS CONSEQUENCES. [11-35-1524(E)(4)&(6)]***

PREFERENCES - ADDRESS AND PHONE OF IN-STATE OFFICE: Please provide the address and phone number for your in-state office in the space provided below. An in-state office is necessary to claim either the Resident Vendor Preference (11-35-1524(C)(1)(i)&(ii)) or the Resident Contractor Preference (11-35-1524(C)(1)(iii)). Accordingly, you must provide this information to qualify for the preference. An in-state office is not required, but can be beneficial, if you are claiming the Resident Subcontractor Preference (11-35-1524(D)).

In-State Office Address same as Home Office Address
 In-State Office Address same as Notice Address **(check only one)**

Award Criteria: The award shall be made to the lowest responsible and responsive bidder(s) whose RFQ meets the requirements and criteria set forth in the Request for Quotation.

Bidders Qualification: Bidders must, upon request of the University, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The Purchasing Department reserves the right to make the final determination as to the bidder's ability to provide the products or services requested herein.

Bidder's Responsibility: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFQ. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint him with existing conditions shall in no way relieve him of any obligation with respect to this RFQ or to the contract.

Rejection/Cancellation: The University of South Carolina reserves the right to reject any and all RFQs and to cancel the RFQ.

PREFERENCES - A NOTICE TO VENDORS (SEP 2009)

On June 16, 2009, the South Carolina General Assembly rewrote the law governing preferences available to in-state vendors, vendors using in-state subcontractors, and vendors selling in-state or US end products. This law appears in Section 11-35-1524 of the South Carolina Code of Laws. A summary of the new preferences is available at www.procurement.sc.gov/preferences. All the preferences must be claimed and are applied by line item, regardless of whether award is made by item or lot. Vendors are cautioned to carefully review the statute before claiming any preferences. The requirements to qualify have changed. If you request a preference, you are certifying that your offer qualifies for the preference you've claimed. Improperly requesting a preference can have serious consequences. [11-35-1524(E)(4)&(6)] [02-2B111-1]

PREFERENCES - RESIDENT VENDOR PREFERENCE (SEP 2009): To qualify for the RVP, you must maintain an office in this state. An office is a nonmobile place for the regular transaction of business or performance of a particular service which has been operated as such by the bidder for at least one year before the bid opening and during that year the place has been staffed for at least fifty weeks by at least two employees for at least thirty five hours a week each. In addition, you must either: (1) maintain at a location in South Carolina at the time of the bid an inventory of expendable items which are representative of the general type of commodities for which the award will be made and which have a minimum total value, based on the bid price, equal to the lesser of fifty thousand dollars [\$50,000] or the annual amount of the contract; or (2) be a manufacturer headquartered and having an annual payroll of at least one million dollars in South Carolina and the end product being sold is either made or processed from raw materials into a finished end product by that manufacturer or its affiliate (as defined in Section 1563 of the Internal Revenue Code).

PREFERENCES - SC/US END-PRODUCT (SEP 2009)

Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products, if those products are made, manufactured, or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in this solicitation, including all component parts in final form and ready for the use intended. The terms “made,” “manufactured,” and “grown” are defined by Section 11-35-1524(A). By signing your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the end-product(s) is either made, manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference will be applied as required by law. Post award substitutions are prohibited. See “Substitutions Prohibited - End Product Preferences (Sep 2009)” provision. [02-2B112-1]

DUE TO POSSIBLE PRESS CHECKS THE VENDOR MUST BE WITHIN 100 MILES FROM COLUMBIA, SOUTH CAROLINA

STATE OF S.C. PRINTING SPECIFICATION SHEET

The S.C. Government Printing Services Manual (1-1-98) shall be made a part of all Printing Procurement by reference.
MARK THE BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE. SEE ATTACHED SPECIFICATIONS.

VENDOR _____ AUTHORIZED SIGNATURE _____

DESCRIPTION: **2020-2021 Transitions Textbook** AGENCY: **University 101**

AGENCY CONTACT: **Carrie Van Haren** PHONE NUMBER: **803-777-8869**

QUANTITY (per issue): **5300** ISSUES (per year): _____ FLAT SIZE: **16x20** FOLDED SIZE: **8" x 10"**

PAGES: **250** PLUS COVER SELF COVER OTHER: _____

STOCK: Text: **70# white opaque offset** Other: _____

Cover: **130# macgregor double thick cover white** Other: _____

INK: Text - 1 Color _____ 2 Color _____ 3 Color _____ 4 Color Process

5 Color _____ 6 Color _____ Other: _____ Bleeds (No. _____)

Covers 1 & 4 - 1 Color _____ 2 Color _____ 3 Color _____ 4 Color Process

(Front & Back) 5 Color _____ 6 Color _____ Other: **flood soft touch aqueous**

Bleeds (No. **4**)

Covers 2 & 3 - 1 Color _____ 2 Color _____ 3 Color _____ 4 Color Process

(Inside front 5 Color _____ 6 Color _____ Other: _____ Bleeds (No. _____)

Inside Back) 5 Color _____ 6 Color _____ Other: _____ Bleeds (No. _____)

MECHANICAL: Composition and Layout provided by - Printer Agency Camera Ready Negatives Furnished

Other: **Erin Morris, erin@evergreendesignstudio.com 303-222-4248**

MEDIA: Electronic Transmission - Modem E-mail Other: **upload to site or download from agency**

Media Format - IBM Comp. Macintosh Other: _____ File Copied to Media File Printed to Media

Media Type- 3.5" Floppy 44/88/200/270 Syquest EZ 135 Syquest 3.5" Magneto Optical

5.25" Magneto Optical 5.25" Compact Disk Iomega ZIP Iomega Jazz Other: **file download**

Layout Program - Quark Express (Vers. # _____) PageMaker (Vers. # _____) Other: **Adobe CC 2015**

Graphics Program - Illustrator (Vers. # _____) Freehand (Vers. # _____) PhotoShop (Vers. # _____) Other: **Adobe CC**

2015 - book layout in InDesign CC 2015

Typefaces provided by - Vendor Agency Typeface Brand: _____ Fonts used: _____

Color Separating by - Vendor Agency Color Trapping by - Vendor Agency

PRINTER: PostScript PCL Other: _____

Imaging Resolution Required - 600 dpi 1200 dpi 2400 dpi Other: _____

B&W SCANS: Line Screen Required: _____ Scan Resolution Required: _____ Size: _____ (No. _____) Size: _____ (No. _____)

FOUR-COLOR SCANS/ Line Screen Required: _____ Scan Resolution Required: _____

SEPARATIONS:

Provided by: Printer Agency Min. size(No. _____) 1/2 Page (No. _____) Full Page (No. _____)

Agency will provide Transparency Print Art Other: _____

Type of proof: Match Print Dye Sublimation Other _____

PROOFS: Laser (Sets _____) Page (Sets _____) Blueline (Sets _____) Other **Dummy**

FOLDING: Yes No Type _____ SPECIAL APPLICATIONS: Die Cut Scoring Perforations (No. _____)

BINDING: Saddle Stitch Perfect Bind Side Staple 3 Hole Drill Collated

Plastic Bind (Color _____) Wire Bind Other (**black wire double coil bind**)

PACKAGING: Boxed **30 lbs** per box Wrapped _____ per pkg. Shrink Wrapped _____ per pkg.

COPY READY DATE: **Feb. 17** DELIVERY DATE REQUIRED: **March 30 - see notes on page 2 in "Additional Information" section**

Inside Delivery **see notes**

ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT

20 JAN 31 PM 2:17

COST SCHEDULE

Printing Specifications

Total Cost For Job/Issue \$ _____

Delivery Date _____

Vendor _____

Authorized Signature _____

Optional costs will be used to adjust the cost for changes to specifications. All items marked must be filled out or bid may be rejected for being non-responsive.

Cost per 100 _____ for additional quantities at pressrun \$ _____

Cost per _____ for less quantities at pressrun \$ _____

Cost per reprint in lots of 250 _____ within one year of award \$ _____

Cost per signature to: Add 2 page signature \$ _____ Delete 2 page signature \$ _____

Cost per signature to: Add 4 page signature \$ _____ Delete 4 page signature \$ _____

Cost per signature to: Add 8 page signature \$ _____ Delete 8 page signature \$ _____

Cost per signature to: Add 16 page signature \$ _____ Delete 16 page signature \$ _____

Cost per page for negative and re-stripping \$ _____

Cost for customer alteration: Laser Proof \$ _____ Page/Blue-line (per line) \$ _____

Cost per B&W Scan: Minimum \$ _____ Half Page \$ _____ Full Page \$ _____

Cost per duotone: Minimum \$ _____ Half Page \$ _____ Full-Page \$ _____

Cost per color separation: Minimum \$ _____ Half-Page \$ _____ Full-Page \$ _____

Additional Information:

5300 total printed books delivered in 3 separate quantities on different dates in different locations:

650 to be delivered Monday, March 30, 2020 to University 101 Programs, USC, 1728 College St, Columbia, SC 29208

2325 (1/2 of remaining) to be delivered Wed., July 29, 2020 to Barnes and Noble #240, Russell House Bookstore, 1400 Greene St, Columbia, SC 29208

2325 (remaining half) to be delivered Wed., August 12, 2020 to Barnes and Noble #240, Russell House Bookstore, 1400 Greene St, Columbia, SC 29208

Please note: Cover is to be printed only once, on outside cover front and back 1&4. 2&3 inside cover will be blank. First page of inside print is table of contents on right-facing page #1. (Files are laid out this way, it is only mentioned here to avoid possible confusion due to the way this book was assembled in previous years.)

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VIII. BIDDING SCHEDULE

Item	Qty	Unit of Measure	Description	Total Price
1	1	Lot	PRINTING OF TRANSITIONS TEXTBOOKS. SEE PRINTING SPECIFICATIONS	\$ _____

Resident Vendor Preference _____

SC End Product Preference _____

US End Product Preference _____

NOTE: The commodity preferences do not apply to a single unit of an item with a price in excess of \$50,000 or a single award with a total potential value in excess of \$500,000. [11-35-1524(E)(2)]

Please refer to the preference clauses listed in the terms and conditions of this solicitation to ensure that you qualify to select the above preferences.

VENDOR MUST BE WITHIN 100 MILES FROM COLUMBIA, SOUTH CAROLINA